

## APPENDIX B1

BILLING FOR ISSUE FROM STOCK

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
DI Code	1-3	Enter FA1 (charge) or FA2 (credit).
RI Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office which made or directed the shipment.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item shipped.
U/I Code	23-24	Enter U/I.
<b>Quantity<sup>1</sup></b>	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the <b>MILSTRIP</b> requisition.
Suffix	44	Perpetuate from the <b>MILSTRIP</b> shipment status or equivalent document.
Supplementary Address	45-50	Perpetuate from the <b>MILSTRIP</b> requisition.
Signal Code	51	Perpetuate from the <b>MILSTRIP</b> requisition.
Fund Code	52-53	Perpetuate from the <b>MILSTRIP</b> requisition.
Bill Number	54-58	Enter bill number from SBR.

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<sup>1</sup>When both the **billed** and **billing** offices or their higher headquarters agree, **billing** offices may process billings for Federal Supply Group 13 ammunition items using an "M" modifier in pos. 29 to express the quantity for a single shipment in thousands.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Mode/Method Code	59	Enter the mode/method code when the billing is for an FMS or MAP shipment. Otherwise, leave blank.
Type of Bill Code	60-61	Enter a type of bill code or <b>leave blank</b> .
Day of Year	62-64	For shipments to DoD enter the day item dropped from inventory.  For <b>FMS</b> , MAP and shipments to non-Do D activities, enter the day <b>item</b> is constructively delivered.
Amount	65-73	Enter the extended amount e.g. , unit price times quantity.  65-71 Dollars 72-73 Cents
Unit Price	74-80	<u>For other than <b>FMS</b>. Enter the standard unit <b>price</b> of item. If standard <b>pricing</b> does not apply, enter other appropriate billing price.</u>  <u>For <b>FMS</b>. Enter the following:</u>  74-76 Record Serial Number <sup>2</sup> 77 Transportation Bill Code 78-79 Del <b>ivery Source Code</b> 80 Stock Fund/ Nonstock Fund Code

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<sup>2</sup>**Enter** pos. 55-56 of Army and Air Force Requisitions (leave pos. 76 blank). Enter pos. 57-59 of **Marine** Corps Requisitions". Leave **blank** for Navy requisitions.

APPENDIX B2

BILLING FOR DIRECT DELIVERY OF STOCKED ITEMS

<u>Field</u>	<u>Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b>	Code	1-3	Enter FB1 (charge) or FB2 <b>(credit)</b> .
RI	Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office which made or directed the shipment.
Sales Price Code	Condition	7	Enter applicable code or leave blank.
Stock	Number	8-22	Enter the NSN or Part Number <b>of</b> the item shipped.
U/I	Code	23-24	Enter U/I.
<b>Quantity</b> <sup>1</sup>		25-29	Enter the quantity billed or credited.
Document	Number	30-43	Perpetuate from the <b>MILSTRIP</b> requisition.
suffi x		44	Perpetuate from the <b>MILSTRIP</b> shipment status or equivalent document.
Suppl ementary	Address	45-50	Perpetuate from the <b>MILSTRIP</b> requisition.
Signal	Code	51	Perpetuate from the <b>MILSTRIP requisition</b> .
Fund	Code	52-53	Perpetuate from the <b>MILSTRIP</b> requisition.
Bill	Number	54-58	Enter bill number from the SBR.
Mode/Method	Code	59	Enter the mode/method code when the billing is for an FMS or MAP shipment. Otherwise, leave blank.

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<sup>1</sup>See note 1 to appendix B1

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Type of Bill Code	60-61	Enter a type of bill code or leave blank.
Day of Year	62-64	For shipments to DoD enter the day item dropped from inventory.  For <b>FMS</b> , MAP and shipments to <b>non-DoD</b> activities, enter the day item is constructively delivered.
Amount	65-73	Enter the extended amount e.g., unit price times quantity.  65-71 Dollars 72-73 Cents
Unit Price	74-80	<u>For other than FMS.</u> Enter the standard unit <b>price</b> of item. If standard pricing does not apply, enter other appropriate billing price.  <u>For FMS.</u> Enter the following:  74-76 Record <b>Serial Number</b> <sup>2</sup> 77 Transportation Bill Code 78-79 Delivery Source Code 80 Stock <b>Fund/Nonstock</b> Fund Code

<sup>2</sup>See note 2 to appendix **B1**

APPENDIX B3

BILLING FOR DECENTRALIZED, **NONCATALOGUED**, AND NONSTOCKED ITEMS

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	<b>1-3</b>	Enter <b>FC1</b> (charge) or FC2 (credit).
<b>RI</b> Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office which made or directed the shipment.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item shipped.  For Category 1 (reimbursable) <b>MIPRs</b> for automotive vehicles GSA will construct a <b>pseudo-NSN</b> as follows:  8-11 - FSCC of the vehicle 12-13 - 00 14-16 - Type of vehicle code 17-20 - GSA case file <b>number</b> <sup>1</sup> 21-22 - Blank
U/I Code	23-24	Enter U/I.
<b>Quantity</b> <sup>2</sup>	25-29	Enter the quantity <b>billed</b> or credited.
Document Number	30-43	Perpetuate from the <b>MILSTRIP</b> requisition.
Suffix	44	Perpetuate from the <b>MILSTRIP</b> shipment status or equivalent document.

<sup>1</sup>The **GSA case file** number also appears on GSA Form 6332 (Requisition Agency Control), which is forwarded to the requisitioner as advice that the MIPR was recorded and the procurement action has been initiated.

<sup>2</sup>See note 1 to appendix **B1**.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>	<u>Remarks</u>
Supplementary Address	45-50	Perpetuate from the <b>MILSTRIP</b> requisition.	
Signal Code	51	Perpetuate from the <b>MILSTRIP</b> requisition.	
Fund Code	52-53	Perpetuate from the <b>MILSTRIP</b> requisition.	
Bill Number	54-58	Enter bill number from SBR.	
Mode/Method Code	59	Enter a mode/method code when the billing is for an FMS or MAP shipment. Otherwise, <b>leave blank</b> .	
Type of Bill Code	60-61	Enter a type of bill code or leave blank.	
Day of Year	62-64	For shipments to DoD enter the day item dropped from inventory.  For FMS, MAP and shipments to <b>non-DoD</b> activities, enter the day item is constructively delivered.	
Amount	65-73	Enter the extended amount e.g., Unit <b>Price</b> times Quantity.  65-71 Dollars 72-73 Cents	
Unit Price	74-80	<u>For other than FMS.</u> Enter the standard unit price of item. If standard pricing does not apply, enter other appropriate billing price.  <u>For FMS.</u> Enter the following:  74-76 Record Serial <b>Number</b> <sup>3</sup> 77 Transportation Bill Code 78-79 Delivery Source Code 80 Stock Fund/Nonstock Fund Code	

<sup>3</sup>See note 2 to Appendix B1

## APPENDIX B4

CREDIT FOR EXCESS MATERIEL RETURN

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter <b>FD1</b> (credit reversal) or <b>FD2</b> (credit).
RI Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office which authorized the return.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item returned.
U/I Code	23-24	Enter U/I.
Quantity	25-29	Perpetuate from <b>DI</b> Code FTZ.
Document Number	30-43	Perpetuate from <b>DI</b> Code FTZ.
Suffix	44	Perpetuate from <b>DI</b> Code FTZ.
Supplementary Address	45-50	Perpetuate from <b>DI</b> Code FTZ.
Signal Code	51	Perpetuate from <b>DI</b> Code FTZ.
Fund Code	52-53	Perpetuate from <b>DI</b> Code FTZ.
Bill Number	54-58	Enter bill number from SBR.
Mode/Method Code	59	Leave blank.
Type of Bill Code	60-61	Enter a type of <b>bill</b> code or leave blank.
Day of Year	62-64	Enter the day item returned to inventory.
Amount	65-73	Perpetuate from <b>DI</b> Code FTZ.
Unit Price	74-80	Perpetuate from <b>DI</b> Code FTZ.

## APPENDIX B5

NOTICE OF NONREIMBURSABLE ISSUE

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter FE3 (no charge) or FE4 (reversal).
RI Code	4-6	For DoD shipments, enter RI code of the billing office. For GSA, enter the RI code of the GSA office which made or directed the shipment.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-22	Enter the NSN or Part Number of the item shipped.
U/I Code	23-24	Enter the U/I.
<b>Quantity</b> <sup>1</sup>	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the <b>MILSTRIP</b> requisition.
Suffix	44	Perpetuate from the <b>MILSTRIP</b> shipment status or equivalent document.
Supplementary Address	45-50	Perpetuate from the <b>MILSTRIP</b> requisition.
<b>Signal</b> Code	51	Perpetuate from the <b>MILSTRIP</b> requisition.
Fund Code	52-53	Perpetuate from the <b>MILSTRIP</b> requisition.
<b>Bill</b> Number	54-58	Enter bill number from SBR.
Mode/Method Code	59	Leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.

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<sup>1</sup>See note 1 to appendix B1.



<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>	
Day of Year	62-64	Enter the day item dropped from inventory.	
Amount	65-73	Zero fill.	
Unit Price	74-80	Enter the standard unit price of item. If standard pricing does not apply, enter other appropriate carrying price.	

## APPENDIX 66

BILLING FOR DOD DEPENDENT SCHOOL SUPPLIES

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter FF1 (charge) or FF2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Contract Number	8-18	Enter: 8-14 Last 7 positions of PIIN 15-18 Supplemental PIIN
Blank	19	Leave blank.
Port of Embarkation Code	20-22	Enter applicable POE code or leave blank.
U/I Code	23-24	Enter U/I.
Quantity	25-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the <b>MILSTRIP</b> requisition.
Suffix	44	Perpetuate from the <b>MILSTRIP</b> shipment status or equivalent document.
Supplementary Address	45-50	Perpetuate from the <b>MILSTRIP</b> requisition.
Signal Code	51	Perpetuate from the <b>MILSTRIP</b> requisition.
Fund Code	52-53	Perpetuate from the <b>MILSTRIP</b> requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59	Leave blank.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>	<u>Example</u>
Type of Bill Code	60-61	Enter a type of bill code or leave blank.	
Day of Year	62-64	Enter the day item dropped from inventory.	
Amount	65-73	Enter the extended amount e.g., unit price times quantity.  65-71 Dollars 72-73 Cents	
Unit Price	74-80	Enter the contract unit price plus applicable surcharges.  65-71 Dollars 72-73 Cents	

## APPENDIX 87

## GSA SELF-SERVICE STORE AND CUSTOMER SUPPLY CENTER BILLING

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	FG1 ( <b>charge</b> ) or FG2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Blank	7	Leave blank.
Stock Number	8-22	Enter a pseudo-part number constructed as follows:  8-13 <u>Type Sale</u> "GSA CC" (Credit Card).  14-20 <u>Agency Internal Code</u> . Enter if provided on the application; otherwise, leave blank.  21-22 <u>GSA Store Number</u> . Enter <b>the</b> GSA store number of the Center reporting purchases.
u/l	23-24	Enter "AT" for assortment.
Quantity	25-29	Enter "00001."
Document Number	30-43	Enter a <b>pseudo-</b> document number constructed by the billing office as follows:  30-35 <u>Activity Address Code</u> . (DoDAAC) provided on application form.  36-39 <u>Date</u> . Year within decade <b>and day</b> of year of purchase. Self-service purchase date is the sales ticket receipt date. Customer Supply Center purchase date is the order process date.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
		40.43 <u>Serial Number.</u> Sales ticket receipt number for self-service store purchases and last four digits of GSA'S order <b>number</b> for customer supply center purchases.
Blank	44	Leave blank.
Supplementary Address	45-50	Billed office code ( <b>DoDAAC</b> ) provided on application.
Signal Code	51	Enter signal code "B".
Fund Code	52-53	Enter fund code provided on the application. If not provided, "XP" is assumed.
<b>Bill</b> Number	54-58	Enter <b>bill</b> number from SBR.
Blank	<b>59-61</b>	Leave blank.
Day of Year	62-64	Enter day of the year delivered for purchases. Day of the year adjusted for adjustments.
Amount	65-73	Enter amount of sales (total from self-service sales slip) or order (for customer supply center purchases).
Unit Price	74-80	Enter amount of sales or order.

## APPENDIX B8

BILLING FOR BULK PETROLEUM

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter FJ1 (charge) or FJ2 (credit).
RI Code	4-6	Enter RI code of the billing office.
Sales Price Condition Code	7	Enter applicable code or leave blank.
Stock Number	8-20	Enter the NSN or Part Number of the product shipped.
Blank	21-22	Leave blank.
Quantity	23-29	Enter the quantity billed or credited.
Document Number	30-43	Perpetuate from the <b>MILSPETS</b> requisition (from stock) or delivery order (from vendor).
Suffix	44	Perpetuate from shipment when applicable (multiple shipments against the same document number); otherwise leave <b>blank</b> .
Supplementary Address	45-50	Perpetuate from the requisition or delivery order.
Signal Code	51	Perpetuate from the requisition or delivery order.
Fund Code	52-53	Perpetuate from the requisition or delivery order.
Bill Number	54-58	Enter bill number from SBR.
Mode/Method Code	59	Enter the mode/method code when the billing is for an FMS or MAP shipment. Otherwise, leave blank.
Type of Bill Code	60-61	Enter a type of bill code or leave blank.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>	
Shipment/Cargo Number	62-64	Perpetuate the last three positions of the shipment/cargo number for vendor shipments against a delivery order; otherwise leave blank.	
Amount	65-73	Enter the extended amount e.g., unit price times quantity.  65-71 Dollars 72-73 Cents	
Unit Price	74-80	Enter the standard unit price:  74-77 Dollars 78-80 Mills	

## APPENDIX B9

RETAIL LOSS ALLOWANCE

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter FL1 (credit reversal) or FL2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Blank	7-29	Leave blank.
<b>Billed</b> Office ( <b>DoDAAC</b> )	30-35	Enter the <b>DoDAAC</b> of the billed office
Year within Decade and Month	36-38	Enter the year within decade and the month in which the allowance was allowed, e.g., Jan 85 will be entered as 501.
Blank	39-44	Leave blank.
Billing Office ( <b>DoDAAC</b> )	45-50	Enter the <b>DoDAAC</b> of the billing office.
Blank	51	Leave blank.
Fund Code	52-53	Enter the fund code of the DBRs for which the allowance applies.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.
Amount	65-73	Enter the amount of allowance.  65-71 Dollars 72-73 Cents
Blank	74-80	Leave blank.



## APPENDIX B10

ACCESSORIAL AND OTHER MISCELLANEOUS BILLINGS

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter <b>FN1</b> (charge) or <b>FN2</b> (credit).
<b>RI</b> Code	4-6	Enter the <b>RI</b> code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, PCH-CONUS, <b>CONUS-PLH</b> , etc.
Billed Office ( <b>DoDAAC</b> )	30-35	<p><u>From DoD BILLING OFFICES:</u> Enter the <b>DoDAAC</b> of the billed office for billings to DoD Components and the requisitioner <b>DoDAAC</b> for billings to <b>non-DoD</b> activities.</p> <p><u>From GSA BILLING OFFICES:</u> Enter the <b>DoDAAC</b> of the requisitioner.</p>
Year within Decade and Month	36-38	Enter the year within decade and month of billing.
Blank	39-44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	For GSA Level A and B pack surcharges follow the guidance provided in chapter 2; otherwise perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>	
Amount	65-73	Enter the amount of the charge or credit.  65-71 Dollars 72-73 Cents	
Blank	74-80	Leave blank.	

APPENDIX B11

BILLING FOR INTO-PLANE ISSUES

<u>Field Legend</u>	<u>Positions\</u>	<u>Entry and Instructions</u>
DI Code	1-3	Enter FP1 (charge) or FP2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Type Issue Code	7	Perpetuate from the into-plane sales slip (DD Form 1898) when present; otherwise, leave blank.
Stock Number	8-20	Enter the NSN.
Type of Bill Code	21-22	Enter a type of bill code or leave blank.
Quantity	23-29	Enter the billed or credit quantity.
Document Number	30-43	Constructed by the billing office as follows:  30-35 DoDAAC of requisitioner.  36-39 Year of decade and day of year of issue.  40-43 For Navy and Marine Corps enter the last 4 digits of the preprinted serial number of the sales slip. For Army enter the last 4 digits of the aircraft tail number. For the Air Force enter the second and last three digits of the aircraft tail number (for example, 78-000577= 8577).
Major Force Program	44	Perpetuate from the into-plane sales slip.
Supplementary Address	45-50	Perpetuate from the into-plane sales slip.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Signal Code	51	Perpetuate from the into-plane sales slip.
Fund Code	52-53	Perpetuate from the into-plane sales slip. ,
Bill Number	54-58	Enter bill number from SBR.
Customer Identifier	59-61	Perpetuate from the into-plane sales slip.
Special <b>Data</b>	62-64	Enter last three positions of the billing office <b>DoDAAC</b> when required by departmental procedures. Otherwise, leave blank.
Amount	65-73	Enter the amount <b>billed</b> or credit allowed.  65-71 Dollars 72-73 Cents
Aircraft Mission/ Design Series	74-76	Perpetuate from the into-plane sales slip.
Unit Price	77-80	Enter the standard unit price:  77 Dollars 78-80 Mills

## APPENDIX B12 }

BILLING FOR TRANSPORTATION }

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter. <b>FQ1</b> (charge) or FQ2 (credit).
RI Code	4-6	<b>Enter the</b> RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, PREMIUM TRANS.
Billed Office ( <b>DoDAAC</b> )	30-35	<p><u>From DoD BILLING OFFICES:</u>  Enter the <b>DoDAAC</b> of the billed office for billings to DoD Components and the requisitioner DoDAAC for billings to <b>non-DoD</b> activities.</p> <p><u>From GSA BILLING OFFICES:</u>  Enter the DoDAAC of the requisitioner.</p>
Year within Decade and Month	36-38	Enter the year within decade and month of billing.
Blank	39-44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	For GSA Level A and B pack surcharges follow the guidance <b>provided</b> in chapter 2; otherwise perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Amount	65-73	Enter the amount of the charge or credit.  65-71     Dollars 72-73     Cents
Blank	74-80	Leave blank.

## APPENDIX B13

BILLING FOR EXPORT TRANSPORTATION

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter FR1 (charge) or FR2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, OCEAN TRANS.
Billed Office ( <b>DoDAAC</b> )	30-35	<p><u>From DoD BILLING OFFICES:</u> Enter the <b>DoDAAC</b> of the <b>billed</b> office for billings to DoD Components and the requisitioner <b>DoDAAC</b> for billings to <b>non-DoD</b> activities.</p> <p><u>From GSA BILLING OFFICES:</u> Enter the <b>DoDAAC</b> of the requisitioner.</p>
Year within Decade and Month	36-38	Enter the year within decade and month of <b>billing</b> .
Blank	39-44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	For GSA Level A and B pack surcharges follow the guidance provided in chapter 2; otherwise perpetuate from the order or requisition.
Bill Number	54-58	Enter <b>bill</b> number from SBR.
Blank	59-64	Leave blank.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Amount	65-73	Enter the amount of the charge or credit.  65-71      Dollars 72-73      Cents
Blank	74-80 19f  92	Leave blank.



## APPENDIX B14

SUMMARY BILLING RECORD

<u>Field Legend</u>	<u>Positions(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter <b>FS1</b> (net charge) or FS2 (net credit).
Internal Service Use	4	Reserved for internal billed service use. Billing office leave blank.
Record Count	5-7	Enter the number of <b>detail</b> billing records which support this summary billing record (may not exceed 494).
Appropriation/Fund Account Credited	8-18	Enter the appropriation/fund account reimbursed.
Billing Office (RI Code)	19-21	<b>Enter RI</b> code of the billing office.
Internal Use	22-27	Except as noted <b>below<sup>1</sup></b> this <b>field</b> is reserved for <b>internal</b> DoD Component use.
Blank	28-29	Leave blank.
Billed Office ( <b>DoDAAC</b> )	30-35	Enter <b>DoDAAC</b> of the billed office.
Year within Decade and Month	36-38	Enter the year within decade and the month in which billing was prepared. E.g., Jan 1985 will be entered as 501.
Information Indicator	39	<b>Enter applicable</b> code or leave <b>blank.</b>
Bill Number	40-44	Enter bill number.
Billing Office ( <b>DoDAAC</b> )	45-50	Enter DoDAAC of the billing office.

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<sup>1</sup>**For DLA FF&V bills** to Air Force enter the requisitioning **DoDAAC** from the document number field of the requisition.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Blank	51	Leave blank.
Fund Code	52-53	Enter fund code cited on supporting detail billing records.
Appropriation/Fund Account Charged	54-64	Enter the <b>appropriation/fund</b> account disbursed.
Amount	<b>65-73</b>	Enter the net charge or credit amount of the detail <b>billing</b> records supporting this summary billing record.
Year within Decade and Month	74-76	Enter the year within decade and the month in which the charge was entered in the accounting records of the billed office; e.g., Feb 1985 will be entered as 502.
Blank	77-78	Leave blank.
Multiple Summary Indicator	79	When the amount is 10 million dollars or greater, multiple summary billing records may be used by the GSA. In such an event, GSA <b>will</b> enter an "X" in the first SBR. All other entries will be the same.
Billed Office Indicator	80	Enter "X" to indicate SBR submitted by a billed office.

## APPENDIX B15

PROGRESS PAYMENT BILLING

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter, <b>FU1</b> for progress payment billings and FU2 for recoupment of progress payment billings.
Billing Office (RI Code)	4-6	Enter the RI code of the billing office.
Supplemental Information	7-29	Enter Supplemental Information as required by the order or agreement authorizing progress payment billings by interfund.
Document Number	30-43	Enter <b>MILSTRIP</b> document number.
Blank	44	Leave blank.
Supplementary Address	45-50	Perpetuate from the <b>MILSTRIP</b> requisition or as required by the purchase order.
Signal Code	51	Perpetuate from the <b>MILSTRIP</b> requisition or as required by the purchase order.
Fund Code	52-53	Perpetuate from the <b>MILSTRIP</b> requisition or as required by the purchase order.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-61	Leave blank.
Day of Year	62-64	Enter the day of the year progress payment billed or recouped.
Amount	65-73	Enter the amount of the progress billing.
Blank	74-80	Leave blank.

## APPENDIX B16

BILLING FOR SUMMARIZED **FF&V** ISSUES

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter FV1 (charge) or FV2 (credit).
Billing Office (RI Code)	4-6	Enter RI Code of the billing office.
Abbreviated Description	7-9	Enter <b>"FFV"</b> .
Blank	10-29	Leave blank.
Complex Office ( <b>DoDAAC</b> )	30-35	Enter the Air Force complex office which is designated by the Air Force <b>FF&amp;V</b> requisition as the billed office.
Year within Decade and Month	36-38	Enter the fiscal year within decade and month equivalent to the year within decade and day of the year contained in the requisition. For example, a requisition date of 3285 (Oct 12, 1983) equates to <b>"410"</b> .
Blank	39-44	Leave blank.
Billed Office ( <b>DoDAAC</b> )	45-50	Enter <b>DoDAAC "F92122"</b> .
Signal Code	51	Enter signal code "B".
Fund Code	52-53	Enter fund code "62".
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.
Amount	65-73	Enter the net amount of <b>FF&amp;V</b> issues and adjustments which pertain to the requisitioning year within decade and month.
Blank	74-80	Leave blank.

## APPENDIX 617

CASH DISCOUNTS

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter <b>FW1</b> (charge) or FW2 (credit).
Billing Office (RI Code)	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, CASH DISCOUNT.
Billed Office ( <b>DoDAAC</b> )	30-35	<p><u>From DoD BILLING OFFICES:</u> Enter the <b>DoDAAC</b> of the <b>billed</b> office for billings to DoD Components and the requisitioner <b>DoDAAC</b> for billings to <b>non-DoD</b> activities.</p> <p><u>From GSA BILLING OFFICES:</u> Enter the <b>DoDAAC</b> of the requisitioner.</p>
Year within Decade and Month	36-38	Enter the year within decade and month of billing.
Blank	39-44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
<b>Blank</b>	59-64	Leave <b>blank</b> .
Amount	65-73	Enter the amount of the charge or credit.
		65-71 Dollars 72-73 Cents
Blank	74-80	Leave blank.

## APPENDIX B18

TRADE , QUANTITY, AND OTHER ALLOWANCES

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
<b>DI</b> Code	1-3	Enter FX1 (charge) or FX2 (credit).
Billing Office (RI Code)	4-6	Enter the RI code of the billing office.
Description	7-29	Enter descriptive phrase for the type of service. For example, QUANTITY DISCOUNT.
Billed Office (DoDAAC)	30-35	<p><u>From DoD BILLING OFFICES:</u> Enter the <b>DoDAAC</b> of the billed office for billings to DoD Components and the requisitioner <b>DoDAAC</b> for billings to <b>non-DoD</b> activities.</p> <p><u>From GSA BILLING OFFICES:</u> Enter the <b>DoDAAC</b> of the requisitioner.</p>
Year within Decade and Month	36-38	Enter the year within decade and month of billing.
Blank	39-44	Leave blank.
Supplementary Address	45-50	Leave blank.
Signal Code	51	Leave blank.
Fund Code	52-53	Perpetuate from the order or requisition.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-64	Leave blank.
Amount	65-73	Enter the amount of the charge or credit.
		65-71     Dollars 72-73     Cents
Blank	74-80	Leave blank.